

Maine State General Schedules – Revised June 2015 (Minutes of Meetings)

General Schedule Number: 12 MINUTES OF MEETINGS

1 MINUTES OF MEETINGS - BOARDS AND COMMISSIONS

Minutes of official meetings of boards and commissions, as transcribed from secretary's notes or abstracted from recording of meeting and incorporated into the board or commission's files. Note: Earlier transfer of minutes to the Archives, or a Records Center retention period, may be arranged by contacting Records Management.

Agency of Record:	Creating Agency
Retention of Record Copy:	10
Disposal:	Archival
Retention of Copies:	N/A
Date Adopted:	2/23/1993

2 MEETING NOTES - BOARDS AND COMMISSIONS

Shorthand notes and other notes made by the secretary or secretary pro tem in the course of the meeting, used at a later time to prepare official minutes for the board or commission's approval and adoption. Destroy as soon as the board or commission acts on the minutes as presented by the secretary.

Agency of Record:	Creating Agency
Retention of Record Copy:	Contingent Upon Event - See Description
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	2/23/1993

3 RECORDINGS OF MEETINGS - BOARDS AND COMMISSIONS

Audio or video recordings of official meetings of boards or commissions. If a verbatim transcript is prepared, it may be retained for 5 years and the audio or video tape may be reused/destroyed. Note: Boards/commissions are not required to tape their meetings; but if they do so, the recordings are official state records and may not be destroyed except as permitted by this schedule.

Agency of Record:	Creating Agency
Retention of Record Copy:	5
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	2/23/1993

4 MINUTES AND FILES OF GENERAL OFFICE MEETINGS

Minutes, agendas and meeting files from office staff meetings, internal committees, and other internal meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication but where agency policy decisions are not coordinated.

Agency of Record:	Creating Agency
Retention of Record Copy:	2
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.